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21 January 1958

MEMORANDUM FOR: Chairman, Medical Staff Career Service Board

SUBJECT : Assignment Planning

REFERENCE : Memorandum from Chairman, Administrative Technicians
Advisory Panel to Medical Staff Career Service Board,
dated 3 January 1958

1. As requested at the Medical Staff Career Service Board meeting of 15 January 1958, following are the recommendations of this division in implementation of the recommendations contained in paragraph 1a of the referenced memorandum.

2. Overseas Returnees

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CIA Regulation [REDACTED] requires each overseas employee to complete and forward to headquarters a Field Reassignment Questionnaire, Form No. 202, eight (8) months prior to his planned date of departure from his station. (In Section 9 of this form he indicates his preference for his next assignment.) Current Medical Staff practice is to acknowledge this questionnaire over the signature of the Chief, Medical Staff; no indication is given of the employee's next assignment. It is recommended that this practice be changed and that this memorandum from the Chief, Medical Staff, inform the employee that the current plans are to assign the employee to (a) headquarters, (b) another field station, or (c) his current station after home leave, as the case may be. This procedure for so informing the employee would be consistent with the employee's listing in Section 9c of the questionnaire his order of preference for these three general types of assignment. This information should reach the employee approximately six (6) months prior to his planned departure, provided his questionnaire is submitted to headquarters eight (8) months prior to departure as required. This procedure would then permit the returning employee to plan ahead as recommended in the referenced memorandum, specifically "to finalize the many personal duties associated with a PCS assignment." It is felt that this procedure, i.e., informing the employee, for example, that the current intent is to assign him to headquarters -- without specifying the specific headquarters position, would permit the employee to plan most, if not all, of his personal and family affairs and yet would avoid the changes and erroneous expectations that might follow if a specific headquarters position were indicated.

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3. Overseas Assignees

It is recommended that normally employees destined for overseas assignments be selected and informed four (4) to six (6) months prior to estimated time of departure (ETD). This would permit the employee to arrange his personal affairs, as well as to complete his training requirements, as recommended in the referenced memorandum. A review of past assignment actions indicates that four (4) months is frequently the earliest reasonable date for notification in view of Table of Organization changes, requests for overseas tour extensions, or unanticipated returns from overseas assignment. It should be generally recognized that these factors working against any "normal" procedure are ever-present. It is further recommended, however, that special effort be made to designate assignees to the higher overseas positions (GS-11 and above) six (6) months prior to movement; other things being equal, fewer personal problems are to be expected in the cases of assignees to the lower positions who usually have smaller families if, indeed, they have families at all.

4. Any statement of assignment intention four or six months prior to the actual assignment must always be just that: a statement of intent. The nature of the Agency's mission is such that failure to keep this in mind may lead to serious morale problems. Moreover, the number of personnel in the Medical Career Service is small as compared to other Agency career services; and, since the number of any one type of position is limited, the same actuarial probability of being able to forecast one individual's future assignment is not to be expected as in the case, say, of a SD:SL employee returning from overseas assignment.

/s/


Chief, Administrative Support Division
Medical Staff

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